RECORD CHECK PROFILE - Confidential

○ Applicant ○ Intern ○ Volunteer
○ RTI Contractor ○ Other Contract Worker ○ Process Server
○ Case Management ○ Current Employee

POSITION #: _____

Full Name: _____
Last First Middle

Prior Name: _____

Home Address: _____

Home Phone: _____ Social Security #: _____

Driver's License No./State: _____ / _____ Exp. Date: _____

If your current address has changed within the previous ten years, please list your past three home addresses and the approximate time lived at each residence: (DO NOT USE P.O. BOX)

1. _____ FROM _____ TO _____

2. _____ FROM _____ TO _____

3. _____ FROM _____ TO _____

Birth Date:_____**(Inquiry as to birth date is for use only in verifying information obtained from a background check. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age).**

Place of Birth: _____ Eye Color: _____ Hair Color: _____

Race: _____ Sex: _____

Please list three personal references:

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

NOTE: Information on this form will be used for a background/reference check. A record of a fine, pending action, arrest or conviction will not in itself, exclude you from employment; however, it may be considered as a factor if the offense or crime is job-related. Other factors such as age at the time of the offense and recent employment history will also be considered. Background check information received on interns and on applicant's who are not hired, will be destroyed within twenty-four hours of the position being declined or denied.

I, the undersigned have read the above statement and certify that the information provided is accurate. I understand that material falsification or omission of information on this form will constitute grounds for dismissal or disqualification.

Signature _____ Date _____

I, the undersigned attest that I have examined the driver's license and social security card presented by the above-named applicant. I have attached a copy of the Driver's License and Social Security card.

Requested By: _____ Date: _____

Print Name: _____ Phone: _____ **Rev 2/06**

Print Form